



**JOINT CIVILIAN ORIENTATION
CONFERENCE
(JCOC 71)
APRIL 23 – 29, 2006**

**JOINT CIVILIAN ORIENTATION CONFERENCE (JCOC 71)
ACCEPTANCE PROCEDURES**

1. Please access the JCOC secure website **www.jcoc.afis.osd.mil/attendees** and fill out the electronic *Personal Information Form*. Your service representative will call you with your username and password. After signing in, you will have the option to change your password.
2. Please complete, sign and fax the *Letter of Reply* to (703) 697-2577 **no later than March 1, 2006**.
3. Please e-mail a wallet-sized digital portrait photograph of yourself and a short copy of your bio to jjcoc@osd.mil. This brief biography should include details on your current occupation, any military involvement and community activities. If you are unable to e-mail the photo, please send it to us **no later than March 1, 2006**.
4. Send the following:
 - The **original signed** *Letter of Reply*
 - A \$500 deposit or the complete conference fee of \$3000 (make check payable to ***Joint Civilian Orientation Conference***).
 - Wallet-sized portrait photograph of yourself (if not sent via email)

NOTE: Your deposit or complete conference payment must be received **no later than March 1, 2006**. We recommend you use Express Mail, FedEx or UPS since all regular U.S. Postal service mail addressed to the Pentagon is opened and irradiated. This process delays mail delivery time by up to 20 days.

JCOC 71 Contact Details:

Joint Civilian Orientation Conference
Office of the Assistant Secretary of Defense for Public Affairs
1400 Defense Pentagon, Room 2C546
Washington, DC 20301-1400
(703) 697-6005
FAX (703) 697-2577

Babs Chase
Coordinator, Joint Civilian Orientation Conference
(703) 695-3382

Lieutenant Colonel Chester Curtis
Director, Joint Civilian Orientation Conference
(703) 697-6005

Senior Airman Richard Harper
Assistant, Joint Civilian Orientation Conference
(703) 695-9368

JOINT CIVILIAN ORIENTATION CONFERENCE (JCOC 71)
ADMINISTRATIVE INFORMATION

CONFERENCE FEE: The total conference fee is \$3000 per person. This fee covers the cost of meals, lodging, receptions, photography and other JCOC program expenses. An advance *non-refundable deposit of \$500 must be mailed with your official acceptance*. The remainder (\$2500) is payable at the conference registration on Sunday, April 23, and, is non-refundable once the conference begins. Please make checks payable to *Joint Civilian Orientation Conference*. JCOC **cannot** accept cash or credit cards.

OTHER COSTS: Participants are responsible for arranging and paying travel expenses to and from Washington DC. You are also responsible for your own transportation from area Washington DC airports to the hotel. During JCOC 71, you will travel in a variety of military aircraft, ships, and vehicles between the different military locations. On occasion there may be souvenirs available for your purchase.

HOTEL ARRANGEMENTS: JCOC will make reservations for your hotel lodging for the nights of **April 23 through April 28**. You will be provided a single room. If you desire to check into your hotel room before the official start of the conference or stay beyond April 28th, you will have to make your own reservations for those days and be responsible for all hotel expenses accrued on those days. The JCOC group will be staying at the Pentagon City Residence Inn ((703) 413-6630) for the Washington, DC portion of the program.

GUESTS: For a variety of operational reasons, spouses, assistants, other family members and/or friends are not permitted to accompany participants during any portion of the conference (including social functions) even if the interested party provides his/her own transportation to the event and is willing to pay the extra cost of attending.

CELL PHONES AND FAXES: Throughout the trip, you will have limited time during the day to make telephone calls. We will provide a list of hotel telephone and fax numbers prior to your arrival in Washington DC on our website at www.dod.mil/jcoc.

WEB SITE: All information contained in this packet and required for the trip will be posted on our website at www.dod.mil/jcoc. Click on JCOC71 for conference information.

CONTACT INFORMATION: If you accept the invitation to participate in JCOC, you will receive an email from the JCOC program office about three weeks before JCOC begins. The email will provide more information including details on the itinerary, conference registration, suggestions about what to bring and wear and emergency telephone numbers.

You can find this packet at our website: www.dod.mil/jcoc. If you have questions about JCOC, or need a hard copy of this packet faxed or mailed, do not hesitate to call Lt Col Chester Curtis, USAF, at (703) 697-6005 or fax (703) 697-2577 or email to jcoc@osd.mil.

JOINT CIVILIAN ORIENTATION CONFERENCE (JCOC 71)
LETTER OF REPLY

From: Name _____
Title _____
Organization _____
Address _____
City _____ ST _____ Zip _____
E-mail _____
Phone _____ Fax _____

To: Lt Col Chester Curtis, USAF (**FAX 703-697-2577**)

My signature below indicates my understanding that the following conditions apply to my acceptance of this invitation.

- A \$3000 conference fee will cover the cost of meals, lodging, receptions, photography, and other miscellaneous expenses. A \$500 non-refundable, advance deposit must be mailed with this *Letter of Reply* no later than March 1, 2006. A check for the remainder (\$2500) is due at the time of registration. Checks should be made payable to the "Joint Civilian Orientation Conference." JCOC cannot accept cash or credit card for fee payment.
- Accommodations for the nights of April 23 through April 28, 2006 are included in the JCOC registration fee. Accommodations before April 23 or after April 28 are at personal expense.
- The Department of Defense will provide transportation during JCOC 71. I am responsible for making my own travel arrangements and paying travel costs to and from Washington DC.
- I understand that my name and contact information will be provided to other JCOC participants.
- I understand the biography and picture I submit will be posted on a public website at www.dod.mil/jcoc and that I will receive periodic email updates from JCOC about the Department of Defense. I understand that if I line out this statement, the biography and photo will not be posted and will only be used for administrative purposes, and I will not receive any email updates.
- I accept the invitation to JCOC 71 ***with the understanding that I will participate in the entire conference.*** For a variety of operational reasons, spouses, assistants, other family members and/or friends of participants will not be permitted to accompany attendees during any portion of the conference even if the interested party provides his/her own transportation to the event and is willing to pay the extra cost of attending.

(Your signature)

(Date)